

**FACULTY OF COGNITIVE SCIENCES AND HUMAN DEVELOPMENT****UNIVERSITI MALAYSIA SARAWAK**

<b>Course Code</b>	KMC 1083
<b>Course Title</b>	Basic Helping Skills
<b>Level</b>	Core
<b>Lecturer</b>	Fatahyah Yahya K.B ,P.A (MAL) <a href="mailto:yfatahyah@fcs.unimas.my">yfatahyah@fcs.unimas.my</a> ext: 1523 Department of Counselling
<b>Pre-requisite</b>	KMC 1013 and KMC 1023 (counselling students)
<b>Course Synopsis</b>	This course introduces students to concepts and practices of basic helping skills. Students will be exposed to knowledge on how to be an effective helper, helping relationship, model and theories, helping skills, termination stage and ethics in helping process. Methods of teaching and learning used in this course include case study, role play activity, reflection paper, online activities in Morpheus, individual and group assignment.
<b>Objectives</b>	By the end of this course, students will be able to: <ol style="list-style-type: none"><li>1. interpret the basic concepts, theories and models in helping process through individual assignment and written exam.</li><li>2. explain the basic skills and techniques in helping process through case study and group assignment.</li><li>3. apply knowledge and skills of helping through life session in final exam.</li></ol>
<b>Content</b>	<b>Unit 1 Effective Helper</b> <ul style="list-style-type: none"><li>• Definition of helper</li><li>• Types of effective helper</li><li>• Helping process</li></ul> <b>Unit 2 Model and Theories</b> <ul style="list-style-type: none"><li>• DASIE's Model</li><li>• Person Centred Theory</li><li>• Cognitive Behavioural Therapy</li></ul> <b>Unit 3 Helping Relationship</b> <ul style="list-style-type: none"><li>• Helping relationship skills</li><li>• Effective communication</li><li>• Non-verbal cues communication</li><li>• Verbal messages</li><li>• Cognitive messages</li></ul>

	<p><b>Unit 4 Helping Skills</b></p> <ul style="list-style-type: none"> <li>• Minimal response</li> <li>• Restate</li> <li>• Paraphrase</li> <li>• Clarify</li> <li>• Checking</li> <li>• Reflection</li> <li>• Questioning</li> <li>• Summarizing</li> </ul> <p><b>Unit 5 Termination Stage</b></p> <ul style="list-style-type: none"> <li>• Feedback</li> <li>• Summarizing</li> <li>• Follow up</li> <li>• Case note writing</li> </ul> <p><b>Unit 6 Ethics in Helping Process</b></p> <ul style="list-style-type: none"> <li>• Ethics : APA, BACP, ACA &amp; Malaysian Counselling Board</li> <li>• Case</li> <li>• Intake</li> <li>• Establishing relationship</li> <li>• Rapport</li> <li>• Attending</li> <li>• Approaches</li> <li>• Phase</li> <li>• Closing</li> <li>• Video Session</li> </ul>	
<b>Assessment</b>	Lecture, Class discussion, Video Presentation, On-Line Discussion and activities (Morpheus) Role Play, and Group Presentation.	
<b>Evaluation</b>	Midterm 20% Final Examination 30% Individual Assignment 15% Group Assignment 15% Group Presentation 10% Journal Reflection 10%  <b>Total 100%</b>	
<b>Main Text Books</b>	<p>Young, M. E. (2009). <i>Learning the Art of Helping: Building Blocks and Techniques (4<sup>th</sup> Ed)</i>. New Jersey: Pearson</p> <p>Okun, B. F.(1992). <i>Effective Helping: Interviewing and Counseling Techniques (4<sup>th</sup> ed)</i>. Pacific Grove, California: Brooks/Cole.</p>	

	<p>Hill, C. E. &amp; O'Brien, K.M. (1999). <i>Helping Skills: Facilitating Exploration, Insight, and Action</i>. (3<sup>rd</sup>. Ed.). Washington, DC: American Psychological Association.</p> <p>Jones, N. (1993). <i>Practical Counselling and Helping Skills</i> (3<sup>rd</sup>.Ed). New York: Cassell Educational Limited.</p>
<b>References</b>	<p>Brammer, L. M. and MacDonald, G. (2003). <i>The Helping Relationship: Process and Skills</i> (8<sup>th</sup> ed). Boston: Pearson.</p> <p>Bristow-Bovey, D. (2002). <i>I Moved Your Cheese</i>. UK: New Holland Publishers (UK) Ltd.</p> <p>Hackney, H. &amp; Cormier, S. (2005). <i>The Professional Counselor: A process guide to Helping</i>. (5th. Ed.). Boston: Pearson.</p> <p>Ivey, A. E, Ivey, M. B. &amp; Simek-Morgan, L. (2001). <i>Counseling and Psychotherapy: A Multicultural Perspective</i>. New York : Ally And Bacon</p> <p>Young, M. E and Chromy, S. (2005). <i>Exercises in the Art of Helping</i> (3<sup>rd</sup> Ed). New Jersey: Pearson.</p>